

**QUARTERLY SUMMARY REPORT ON WELL-FORMED  
DATA ELEMENTS FOR CONTACT INFORMATION**

**CONTRACT NO. 68-W-99-002  
TASK ORDER NO. 021**

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## **1.0 INTRODUCTION**

### **1.1 Background**

The Environmental Protection Agency (EPA), Office of Environmental Information (OEI), through the mission of its Information and Data Management (IDM) Program, has introduced the concept of centralized management and coordination of EPA's distributed information and data resources. The IDM program's data policies and standards are supported by data architecture, data models, standard data element domains, and a repository of standard data elements. These products facilitate data sharing efforts and effective management of EPA's information resources.

As part of ongoing efforts to standardize common data attributes in EPA information systems, IDM identified the need for a standard group of point of contact data elements. This group of data elements would describe an individual by name, address, phone number, and the role of the person in interacting with a facility. The development of a standard group of contact information data elements would promote sharing and reuse of data between Agency systems. System developers can use this group of data elements to create an entity that describes the individuals that are affiliated with a facility.

### **1.2 Purpose**

This report highlights the Systems Development Center (SDC) Task Order (TO) 021 staff's activities related to forming a set of well-formed data elements for contact information. Upon approval, such data elements will be registered in EPA's Environmental Data Registry (EDR). The EDR promotes the collection of data in a consistent fashion through the use of standard data elements in information systems. Standards promote the reuse of information, which can save the considerable expense of collecting multiple sets of accurate, verified data.

### **1.3 Scope**

This report summarizes the work of SDC TO 021 staff during the period April 1, 2000 to June 30, 2000 develop a set of contact information data elements. Recommended data elements will be described and registered in the EDR.

### **1.4 References**

- *A Quick List of TEI Tags*, extracted from the *TEI Guidelines for Electronic Text Encoding and Interchange*, <http://etext.lib.virginia.edu/tei/teiquic.html>
- Banner 2000 and NSU's Data Standard, <http://www.nova.edu/bannertrain/datastan.html>

- Content Standards for digital geospatial metadata FGDC, 10:Contact Information Identify of, and means to communicate with, person(s) and organization(s) associated with the data set, <http://geology.usgs.gov/tools/metadata/standard/10.html>
- Defense Information Systems Agency, DoD Data Administration Data Standards, <http://www-datadmn.itsi.disa.mil/proposals/closed/aps.html>
- Dublin Core Metadata Initiative, *Representing People s Names in Dublin Core*, <http://purl.org/dc/documents/notes-waugh-19980203.htm>
- EMPOWER Kentucky Information Technology Initiative, Strategic Information Technology Plan and Information Technology Architecture and Standards, Commonwealth of Kentucky.
- EPA Environmental Data Registry (EDR), <http://www.epa.gov/edr/>
- Health Data Standards Dictionary, Health Registry: Data, Application and Technology Standards Business Guidelines, [http://www.moh.hnet.bc.ca/hdsd/dictionary/hregistry/hreg\\_det.html](http://www.moh.hnet.bc.ca/hdsd/dictionary/hregistry/hreg_det.html)
- Health Level Seven (HL7) Standard for electronic data exchange in healthcare environments, <http://www.mcis.duke.edu/standards/HL7/pubs/version2.3/html/httoc.htm>
- IMS Enterprise Information Model, Version 1.0, <http://www.imsproject.org/enterprise/eninfo01.html>
- Miami University: Data Entry Standards Reference, <http://www.units.muohio.edu/mcs/other/aisp/banner/generalnavigation/jobaids/DataEntryStandards.html>
- Southern Connecticut State University Shared Data Information Data Entry Standards, <http://www.southernct.edu/departments/banner/standards.html>

## 2.0 METHODOLOGY

The SDC TO 021 data team was tasked with developing a group of well-formed contact information data elements. To develop this group, the data team reviewed the EDR for EPA standards and application data elements related to contact information. The data team also reviewed non-Agency sources for contact information.

Comparisons were made by categorizing similar data elements to form entities. Based on their review, the data team identified name, address (geographic, mailing, and e-mail), telephone number, identification number, and affiliation as the entities containing the minimum set of data elements required for sharing contact information.

## **2.1 EDR Contact Information Data Elements**

Many EPA databases collect and store contact information. The data team searched the EDR for contact data elements from Agency application, standards, and other related sources. Appendix A contains a list of data elements from the EDR containing information for contact name, address, telephone number, identification number, and affiliation.

## **2.2 Other Sources for Contact Information Data Elements**

The data team searched for sources of contact information standards, guidelines, and data element lists. Appendix B contains a list of contact information data elements from the following sources:

- British Columbia Health Registry Standard.
- Commonwealth of Kentucky Enterprise Data Elements.
- Defense Information Systems Agency (DISA) Data Standards: Person Name View Approved Data Element List.
- Federal Geographic Data Standard (FGDC) Content Standards for Digital Geospatial Metadata: Contact Information.
- Health Level Seven (HL7) Standard for Electronic Data Exchange in Healthcare Environments: CTD-Contact Data Segment.
- IMS Enterprise Information Model - Person Data Object.
- Miami University Data Entry Standards.
- Nova Southeastern University's Data Standard for Banner 2000.
- Government Information Locator Service (GILS) Point of Contact Data Elements.
- PeopleSoft Person Data Elements.
- Southern Connecticut State University Banner Project Data Entry Standards.
- University of Virginia Text Encoding Initiative (TEI) Guidelines for Electronic Text Encoding and Interchange.

## **3.0 PROPOSED DATA ELEMENTS FOR CONTACT INFORMATION**

Based on the review of the EDR and other sources, the data team developed a group of well-formed data elements for contact information. The proposed data elements provide a consistent means of documenting contact information in EPA environmental programs. Applications may collect and store other contact information attributes, but the proposed attributes are the ones most commonly used. Most of the proposed data elements were derived

from data elements that currently exist in the EDR. Although many variations are possible for contact information, the data elements were chosen for their simplicity and comprehensiveness across data systems. Each data element is described by its name, definition, EPA identifier and version (DE#: Version), and source. Further descriptive information and acceptable values for each data element can be found on the EDR Web site at <http://www.epa.gov/edr/>

### 3.1 Contact Name Data Elements

While most people only have one name, that name may be written in many different ways. The name may be written in full, components of the name can be abbreviated, or omitted, and names may be extended by suffixes. Exhibit 1 lists suggested contact information data elements to describe contact name.

<b>Data Element Name</b>	<b>Data Element Definition</b>	<b>EDR DE#: Version</b>	<b>EDR Source</b>
Contact Person Name Prefix	The text that describes the title that precedes a person's name.	5418:1	Data Standard for Representation of Address Information (Document)
Contact Person Given Name	The first name of a person's name.	5416:1	Data Standard for Representation of Address Information (Document)
Contact Person Middle Name	The middle name or initial of a person's name.	To Be Determined	
Contact Person Last Name	The surname of a person's name.	5414:1	Data Standard for Representation of Address Information (Document)

**Exhibit 1.** Contact Name Data Elements

<b>Data Element Name</b>	<b>Data Element Definition</b>	<b>EDR DE#: Version</b>	<b>EDR Source</b>
Contact Person Name Qualifier Text	The text that qualifies a person's name that is reused in the family.	5420:1	Data Standard for Representation of Address Information (Document)

<b>Data Element Name</b>	<b>Data Element Definition</b>	<b>EDR DE#: Version</b>	<b>EDR Source</b>
Contact Person Educational Degree Abbreviated Name	The abbreviated name of an advanced degree that a person has achieved.	5422:1	Data Standard for Representation of Address Information (Document)

**Exhibit 1.** Contact Name Data Elements (continued)

### 3.2 Contact Address Data Elements

A point of contact can have different types of addresses. A Geographic Address includes all the information necessary to find the physical location of a person or place. A Mailing Address includes all the information necessary to deliver a mail piece. This set of data elements also includes an e-mail address data element. Appendix C contains a list of mailing and geographic data elements. Exhibit 2 lists suggested contact information data elements to describe address.

<b>Data Element Name</b>	<b>Data Element Definition</b>	<b>EDR DE#: Version</b>	<b>Source</b>
Mailing Address (Group)	A set of data elements that can be used to create a mail piece.	See Appendix C	
Geographic Address (Group)	A set of precise and complete information that describes the physical location of an establishment.	See Appendix C	
Electronic Mail Address Text	The text that describes an electronic mail address of a person located at an establishment.	5710:1	Data Standard for Representation of Address Information (Document)

**Exhibit 2.** Contact Address Data Elements

### 3.3 Contact Telephone Number Data Elements

The following is a minimum set of telephone number data elements for a contact. This set includes a 15-digit international telephone number comprised of country codes, area/city codes (if applicable), and a national (significant) number. The telephone number type can be used to describe the type of telephone number indicated, e.g., voice, fax, home, business, fax, cellular, pager, etc. Exhibit 3 lists suggested contact information data elements to describe telephone number.

<b>Data Element Name</b>	<b>Data Element Definition</b>	<b>EDR DE#: Version</b>	<b>Source</b>
Contact Person Telephone Number	The telephone number of the person who is the contact person.	5706:1	Data Standard for Representation of Address Information (Document)
Contact Person Telephone Extension Number	The number assigned within an organization to an individual telephone that extends the external telephone number.	5843:1	Data Standard for Representation of Address Information (Document)
Contact Person Telephone Number Type	The name that describes telephone number types for the contact person.	6161:1	Analysis of Pennsylvania State Facility/Site Data Elements and Domains (Document)

**Exhibit 3.** Contact Phone Number Data Elements

### 3.4 Contact Identification Number Data Elements

Exhibit 4 lists a proposed data element for describing a unique identifier for a contact person. This number may be system-generated. However, for a person identifier to be used effectively, there must be one unique identifier for each contact person. The identifier would be managed in a central contact database (like the Facility Registry System) along with related contact information such as address and phone number.

<b>Data Element Name</b>	<b>Data Element Definition</b>	<b>EDR DE#: Version</b>	<b>Source</b>
Contact Person Identifier	The number that uniquely identifies a contact person.	To Be Determined	

**Exhibit 4.** Contact Identification Number Data Elements

### 3.5 Contact Affiliation Data Elements

Exhibit 5 lists a proposed data element for describing a contact person's affiliation, role, job, or title in an organization or facility.

<b>Data Element Name</b>	<b>Data Element Definition</b>	<b>EDR DE#: Version</b>	<b>Source</b>
Point of Contact Role Name	The name of the capacity or function that a point of contact serves.	6017:1	Analysis of Washington State Facility/Site Data Elements and Domains (Document)

**Exhibit 5.** Contact Affiliation Data Elements

#### **4.0 CONCLUSION**

The proposed data elements may be used as the metadata describing contact information. These data elements can help identify contact information collected, developed, and used by the Agency and its state and tribal partners. The next step would be to load the data elements as a group in the EDR for review and comment.

## **APPENDIX A**

### **EDR Contact Information Data Elements**

The following tables list contact information data elements from the EDR. The tables are organized by entity type: contact name, address, telephone number, identification number, and affiliation.

**Contact Name Data Elements**

<b>Data Element Name</b>	<b>Data Element Definition</b>	<b>EDR DE#: Version</b>	<b>Source</b>
Facility Contact Person Name	The name of the person who is the point of contact for the facility.	5696:1	Federal Register: Facility Identification Initiative; Notice, October 7, 1996 (Volume 61, Number 195) Page 52587-52600 (Document)
COGN_OFFICIAL	The name and/or department of the permittee's representative responsible for completing Discharge Monitoring Reports (DMR); also referred to as Facility Contact Person.	24583:1	Permit Compliance System - ENVIROFACTS (System)
Contact First Name	The first name and middle initial of the person who is familiar with the site's operation and the information provided to the authorizing agency.	67683:1	Biennial Reporting System (System)
Contact Last Name	The last name of the person who is familiar with the site's operation and the information provided to the authorizing agency.	67682:1	Biennial Reporting System (System)

<b>Data Element Name</b>	<b>Data Element Definition</b>	<b>EDR DE#: Version</b>	<b>Source</b>
Contact Person	This can be the contact of a facility or LUST contact person depending on which table is being used.	32405:1	Petroleum Storage Tanks System (PSTS) (System)
Contact Person Compliance	The name of the primary compliance tracking agency person who is knowledgeable about compliance information for the facility.	30002:1	Aerometric Information Retrieval System (AIRS)/ AIRS Facility Subsystem (AFS) (System)
Contact Person Emissions	The name of the primary emissions tracking agency person who is knowledgeable about emissions information for the facility.	30003:1	Aerometric Information Retrieval System (AIRS)/ AIRS Facility Subsystem (AFS) (System)
Contact Person MACT Standards	The name of the EPA, state or permitting agency person who is knowledgeable about a MACT standard promulgated or case-by-case MACT determination performed.	30004:1	Aerometric Information Retrieval System (AIRS)/ AIRS Facility Subsystem (AFS) (System)
CONTACT_PERSON_NAME	The name of the contact person for the voucher specimen collection.	23098:1	Storage and Retrieval for Water Quality Data (System)
CONTACT_FNAME	The first name and middle initial of the individual serving as the site contact person.	23927:1	Biennial Reporting System - ENVIROFACTS (System)

<b>Data Element Name</b>	<b>Data Element Definition</b>	<b>EDR DE#: Version</b>	<b>Source</b>
CONTACT_LNAME	The last name of the individual serving as the site contact person.	23928:1	Biennial Reporting System - ENVIROFACTS (System)
CONTACT_NAME	The name of the primary tracking agency person who is knowledgeable about compliance or emissions information for the facility. When the Compl_Emiss_Code element in this table is "C", then the information describes the compliance contact, whereas if this value is "E", the contact information describes the emissions contact.	24986:1	Aerometric Information Retrieval System (AIRS)/AIRS Facility Subsystem - ENVIROFACTS (System)
Educational Degree Abbreviated Name	The abbreviated name of an advanced degree that a person has achieved.	5422:1	Data Standard for Representation of Address Information (Document)
Individual Full Name	The complete name of a person, including first name, middle name or initial, and surname.	32400:1	EDR Interim Standard for Facility Identification
Lab_Contact	The person at the lab to contact with questions about this data.	22380:1	United States Department of Energy Environmental Management Electronic Data Deliverable Master Specification (System)
Name Suffix	Additional title that indicates lineage or professional title.	32494:1	Corrective Action Case Tracking System (CACTS) (System)

<b>Data Element Name</b>	<b>Data Element Definition</b>	<b>EDR DE#: Version</b>	<b>Source</b>
NAME	The name of the person who is familiar with the handler's operation and the information provided to the authorizing agency (as indicated by the Contact Type).	24484:1	Resource Conservation and Recovery Information System - ENVIROFACTS (System)
Person Name Prefix Text	The text that describes the title that precedes a person's name.	5418:1	Data Standard for Representation of Address Information (Document)
Person Given Name	The first name and the middle name or initial of a person's name.	5416:1	Data Standard for Representation of Address Information (Document)
Person Last Name	The surname of a person's name.	5414:1	Data Standard for Representation of Address Information (Document)
Person Name Qualifier Text	The text that qualifies a person's name that is reused in the family.	5420:1	Data Standard for Representation of Address Information (Document)
POC NAME	The name of the point of contact for the cooperating organization who has knowledge of the relationship between the cooperating organization and the data-owning organization.	22684:1	Storage and Retrieval for Water Quality Data (System)

<b>Data Element Name</b>	<b>Data Element Definition</b>	<b>EDR DE#: Version</b>	<b>Source</b>
Point of Contact for Further Information	This element identifies an organization, and a person where appropriate, serving as the point of contact plus methods that may be used to make contact.	11516:1	The Government Information Locator Service (GILS) Report to the Information Infrastructure Task Force (Document)
Public Meeting Contact First Name	The first name of the contact person for a potential public meeting location.	58391:1	Comprehensive Environmental Response, Compensation and Liability Information System (CERCLIS3) (System)
Public Meeting Contact Last Name	The last name of the contact person for a potential public meeting location.	58392:1	Comprehensive Environmental Response, Compensation and Liability Information System (CERCLIS3) (System)
PUB_CONTACT_PERSON	PUB_CONTACT_PERSON is the name of the individual whom the public may contact if clarification of the information on the reporting form is required.	25800:1	Toxics Release Inventory System - ENVIROFACTS (System)
Site OOP (Owner, Operator, PRP) Contact Person	The primary contact for a business or organization identified as site owner, operator, and PRP (Potentially - Responsible Party).	32414:1	Site Management and Resource System (SMARS) (System)

<b>Data Element Name</b>	<b>Data Element Definition</b>	<b>EDR DE#: Version</b>	<b>Source</b>
Technical Assistance Grant Contact First Name	The first name of the advisor hired by a Technical Assistance Grant recipient.	62738:1	Comprehensive Environmental Response, Compensation and Liability Information System (CERCLIS3) (System)
Technical Assistance Grant Contact Last Name	The last name of the advisor hired by a Technical Assistance Grant recipient.	62739:1	Comprehensive Environmental Response, Compensation and Liability Information System (CERCLIS3) (System)
TECH_CONTACT_PERSON	TECH_CONTACT_PERSON is the individual whom EPA or State officials may contact if clarification of the information reported on the form is required.	25905:1	Toxics Release Inventory System - ENVIROFACTS (System)
Validator_Contact	The person at the validator to contact with questions about this data.	22516:1	United States Department of Energy Environmental Management Electronic Data Deliverable Master Specification (System)

**Contact Address Data Elements**

<b>Data Element Name</b>	<b>Data Element Definition</b>	<b>EDR DE#: Version</b>	<b>Source</b>
Mailing Address (Group)	A set of data elements that can be used to create a mail piece.	See Appendix C	
Geographic Address (Group)	A set of precise and complete information that describes the physical location of an establishment.	See Appendix C	
ADDRESS TEXT	Text or codes which are used to specify an electronic address for an organization or an individual.	22712:1	Storage and Retrieval for Water Quality Data (System)
ADRS_CODE	Code indicating if the contact person is located at the facility mailing address (M), or location address (L).	24314:1	Resource Conservation and Recovery Information System - ENVIROFACTS (System)
CITY_NAME	The city or town in the facility contact's address.	24353:1	Resource Conservation and Recovery Information System - ENVIROFACTS (System)
City Name	The name of a populated area such as a city, town, village, or other community.	6175:1	Facility Identification Initiative Application

<b>Data Element Name</b>	<b>Data Element Definition</b>	<b>EDR DE#: Version</b>	<b>Source</b>
Country Name	The name that represents a primary geopolitical unit of the world.	0.375694	FIPS PUB 10-4 Countries, Dependencies, Areas of Special Sovereignty, and Principal Administrative Division (Document); Facility Identification standard
County Name	The name of a U.S. county or county equivalent, as listed in FIPS PUB 6-4.	0.500694	FIPS PUB 6-4 Counties and Equivalent Entities of the United States, Its Possessions, and Associated Areas (Document)
Electronic Mail Address Text	The text that describes an electronic mail address of a person located at an establishment.	5710:1	Data Standard for Representation of Address Information (Document)
Facility Contact Electronic Mail Address Text	The text that represents the electronic mail (email) address for a person located at an establishment.	5702:1	Federal Register: Facility Identification Initiative; Notice, October 7, 1996 (Volume 61, Number 195) Page 52587-52600 (Document)
Location Address	The address that describes the physical (geographic) location of the front door or main entrance of a facility site, including urban-style street address or rural address.	6187:1	Facility Identification standard

<b>Data Element Name</b>	<b>Data Element Definition</b>	<b>EDR DE#: Version</b>	<b>Source</b>
Mailing Address	The exact address where a mail piece is intended to be delivered, including urban-style street address, rural route, and PO Box.	6183:1	Facility Identification standard
Mailing Address ZIP Code/International Postal Code	The combination of the five-digit Zone Improvement Plan (ZIP) code and the four-digit extension code (if available) that represents the geographic segment that is a subunit of the ZIP code, assigned by the U.S. Postal Service to a geographic location to facilitate mail delivery; or the postal zone specific to the country, other than the U.S., where the mail is delivered.	32398:1	Facility Identification standard
Organization Formal Name	The legal, formal name of an organization that is affiliated with the facility site.	32397:1	Facility Identification standard
Profile Electronic Mail Address Text	The address of the electronic mailbox of the profile organization or individual.	20862:1	Content Standard for Digital Geospatial Metadata (CSDGM), Federal Geographic Data Committee (FGDC) (Document)
STATE	The two-letter postal code for the state in the facility contact address.	24525:1	Resource Conservation and Recovery Information System - ENVIROFACTS (System)

<b>Data Element Name</b>	<b>Data Element Definition</b>	<b>EDR DE#: Version</b>	<b>Source</b>
State Name	The name of a principal administrative subdivision of the United States, Canada, or Mexico.	42:1	Geopolitical Areas Standard (Document); Facility ID standard.
STREET_NAME_1	The first line of the street address (or the post office box number) associated with the facility contact.	24535:1	Resource Conservation and Recovery Information System - ENVIROFACTS (System)
STREET_NAME_2	The second line (as needed) of the street address associated with the facility contact.	24537:1	Resource Conservation and Recovery Information System - ENVIROFACTS (System)
Supplemental Address Text	The text that provides additional information to facilitate the delivery of a mail piece, including building name, secondary units, and mail stop or local box numbers not serviced by the U.S. Postal Service.	6185:1	Facility Identification standard
ZIP_CODE	Zone Improvement Plan (ZIP) code in the facility contact address.	24553:1	Resource Conservation and Recovery Information System - ENVIROFACTS (System)
Zip Code	The Zone Improvement Program (ZIP) code assigned by the U.S. Postal Service to a geographic location to facilitate mail delivery.	6179:1	United States Postal Service Publication 28 Postal Address Standard (Document)

**Contact Telephone Number Data Elements**

<b>Data Element Name</b>	<b>Data Element Definition</b>	<b>EDR DE#: Version</b>	<b>Source</b>
Telephone Number	The telephone number of the person who is the point of contact for an establishment.	5706:1	Data Standard for Representation of Address Information (Document)
Facility Contact FAX Number	The telephone number where a facsimile transfer can be received by the person who is the point of contact for the facility.	5700:1	Federal Register: Facility Identification Initiative; Notice, October 7, 1996 (Volume 61, Number 195) Page 52587-52600 (Document)
Facility Contact Telephone Number	The telephone number for the person who is the point of contact for the facility	5698:1	Federal Register: Facility Identification Initiative; Notice, October 7, 1996 (Volume 61, Number 195) Page 52587-52600 (Document)
Area Code	This is the area code for the contact person.	32416:1	Petroleum Storage Tanks System (PSTS) (System)
Contact Phone Number	The phone number of the official contact person at the site.	67685:1	Biennial Reporting System (System)
Contact Phone Number Extension	The phone extension number of the official contact.	67686:1	Biennial Reporting System (System)
CONTACT_PHEXT	The phone extension number of the official contact.	23929:1	Biennial Reporting System - ENVIROFACTS (System)

<b>Data Element Name</b>	<b>Data Element Definition</b>	<b>EDR DE#: Version</b>	<b>Source</b>
CONTACT_PHONE	The phone number of the official contact person at the site.	23930:1	Biennial Reporting System - ENVIROFACTS (System)
CONTACT_PHONE	Phone number of the contact person.	24987:1	Aerometric Information Retrieval System (AIRS)/AIRS Facility Subsystem - ENVIROFACTS (System)
Facsimile (FAX) Number	The telephone number where facsimiles are delivered at an establishment.	5708:1	Data Standard for Representation of Address Information (Document)
Home Telephone	The home telephone number and extension (optional) of the person who is the point of contact for the facility.	23900:1	Facility Identification Initiative Application (System)
Mobile Telephone	The mobile telephone number and extension (optional) of the person who is the point of contact for a facility.	23902:1	Facility Identification Initiative Application (System)
Office Telephone	The office telephone number and extension (optional) of a person or an organization who is the point of contact for the facility.	23901:1	Facility Identification Initiative Application (System)
PHONE	Telephone number associated with the facility contact.	24501:1	Resource Conservation and Recovery Information System - ENVIROFACTS (System)

<b>Data Element Name</b>	<b>Data Element Definition</b>	<b>EDR DE#: Version</b>	<b>Source</b>
Phone Prefix Number	This is the prefix part of the phone number for the contact person.	32417:1	Petroleum Storage Tanks System (PSTS) (System)
Phone Suffix Number	This is the suffix part of the phone number for the contact person.	32418:1	Petroleum Storage Tanks System (PSTS) (System)
PROJ_MANAGER_PHONE	PROJ_MANAGER_PHONE indicates the phone number of the contact name listed in PROJ_MANAGER_NAME.	24273:1	Grants Information Control System - ENVIROFACTS (System)
PUB_CONTACT_PHONE	PUB_CONTACT_PHONE is the telephone number, including the area code, of the public contact person.	25801:1	Toxics Release Inventory System - ENVIROFACTS (System)
Telephone Area Code	The telephone area code for either the compliance or emissions contact person at a plant.	32243:1	Aerometric Information Retrieval System (AIRS)/ AIRS Facility Subsystem (AFS) (System)
Telephone Area Code MACT Standards	The telephone area code for the MACT standards contact person.	32244:1	Aerometric Information Retrieval System (AIRS)/ AIRS Facility Subsystem (AFS) (System)
Telephone Number	The telephone number of the person who is the point of contact for an establishment.	5706:1	Data Standard for Representation of Address Information (Document)

<b>Data Element Name</b>	<b>Data Element Definition</b>	<b>EDR DE#: Version</b>	<b>Source</b>
Telephone Number	The telephone number for either a compliance or emissions contact person at a plant.	32245:1	Aerometric Information Retrieval System (AIRS)/ AIRS Facility Subsystem (AFS) (System)
Telephone Number	Phone number of the contact or client, including the 3-digit exchange and the 4-digit suffix.	32497:1	Corrective Action Case Tracking System (CACTS) (System)
Telephone Number MACT Standards	The telephone number for the MACT standards contact person.	32246:1	Aerometric Information Retrieval System (AIRS)/ AIRS Facility Subsystem (AFS) (System)
Telephone Number Type Name	The name that describes telephone number types.	6161:1	Analysis of Pennsylvania State Facility/Site Data Elements and Domains (Document)

### Contact Identification Number Data Elements

<b>Data Element Name</b>	<b>Data Element Definition</b>	<b>EDR DE#: Version</b>	<b>Source</b>
Contact ID	System generated number used internally by the system that uniquely identifies a contact.	32490:1	Corrective Action Case Tracking System (CACTS) (System)
Contact UIN	The system-generated number that uniquely identifies the contact person for a facility.	23893:1	Facility Identification Initiative Application (System)

<b>Data Element Name</b>	<b>Data Element Definition</b>	<b>EDR DE#: Version</b>	<b>Source</b>
PERSON_ID	Sequential number used to order multiple occurrences of contact persons for the facility.	24499:1	Resource Conservation and Recovery Information System - ENVIROFACTS (System)

### Contact Affiliation Data Elements

<b>Data Element Name</b>	<b>Data Element Definition</b>	<b>EDR DE#: Version</b>	<b>Source</b>
Affiliation Type	The name that describes the capacity or function that an organization or individual serves for a facility site.	23887:1	Facility Identification Initiative Application (System); Facility Identification standard
Contact Function Code	Code identifying the major duty or responsibility of the person or group named.	11026:1	863 Report of Test Results (Message Set)
CNTCT_INFO_TYPE	Code indicating the type of information with which the handler has indicated that the contact is familiar.	24358:1	Resource Conservation and Recovery Information System - ENVIROFACTS (System)
Contact Title	The title of the person who is familiar with the site's operation and the information provided to the authorizing agency.	67684:1	Biennial Reporting System (System)
CONTACT_TITLE	The title of the individual serving as the site contact person.	23931:1	Biennial Reporting System - ENVIROFACTS (System)

<b>Data Element Name</b>	<b>Data Element Definition</b>	<b>EDR DE#: Version</b>	<b>Source</b>
CONTACT_TYPE_IND	Indicates the contact person is knowledgeable about compliance or emissions information.	24988:1	Aerometric Information Retrieval System (AIRS)/AIRS Facility Subsystem - ENVIROFACTS (System)
Individual Title Text	The title held by a person in an organization.	5452:1	Data Standard for Representation of Address Information (Document); Facility ID standard
Occupation Name	The name of the principal business of a person's life, i.e., a vocation.	5426:1	Data Standard for Representation of Address Information (Document)
Point of Contact Role Name	The name of the capacity or function that a point of contact serves for a business object.	6017:1	Analysis of Washington State Facility/Site Data Elements and Domains (Document)
Staff Title	The staff member title associated with the staff code.	31533:1	Aerometric Information Retrieval System (AIRS)/AIRS Facility Subsystem (AFS) (System)
TITLE	Title of the person who is familiar with the handler's operation and the information provided to the authorizing agency (as indicated by the Contact Type).	24539:1	Resource Conservation and Recovery Information System - ENVIROFACTS (System)
Title	The name of a role in the organization that can be assumed by a person.	22985:1	Storage and Retrieval for Water Quality Data (System)

## **APPENDIX B**

### **Other Sources for Contact Information Data Elements**

The following tables list contact information data elements by source. The tables are organized by entity type: contact name, address, telephone number, identification number, and affiliation.

### Contact Name Data Elements

Source	Data Element Name
British Columbia Health Registry Standard	First given name Second given name Third given name Surname Name type
Commonwealth of Kentucky Enterprise Data Elements	Last name First name Middle name Suffix - name
DISA Data Standards: Person - Name View Approved Data Element List	Person-cadency-name text (a person-name that designates family succession) Person-title text Person-forename text Person-middle-name text Person-name serial identifier Person-name-association begin calendar date Person-name-association end calendar date Person-name-usage begin calendar date Person-name-usage code Person-name-usage end calendar date Person-surname text
FGDC Content Standards for Digital Geospatial Metadata: Contact Information	Contact Person
HL7 Standard Contact Data Segment	Contact name - Family name - Given name - Middle initial or name - Suffix - Prefix - Degree

Source	Data Element Name
IMS Enterprise Information Model	Name FN (formatted name) Nickname N (name with all parts distinguished) Family Given Other (other name parts) Prefix Suffix
Miami University Data Entry Standards	Social security number Preferred first name Last name First name Middle name Name prefixes Name suffixes
Nova Southeastern University's Data Standard for Banner 2000	Last name field First name field Preferred first name field Middle name or initial field Legal name field Prefix title field Suffix title field
GILS Point of Contact Data Elements	Contact Name
PeopleSoft Person Data Elements	NAME_PER
Southern Connecticut State University Banner Project Data Entry Standards	Prefix First name Middle name Last name
University of Virginia TEI Guidelines for Electronic Text Encoding and Interchange	Forename Addname (additional name - nickname, epithet, or alias) Persname (surname, honorific, added names) Namelink (connecting phrase or link used within a name but not regarded as part of it, such as <i>van der</i> or <i>of</i> ) Gensname (generational information, i.e., Jr.)

**Contact Address Data Elements**

<b>Source</b>	<b>Data Element Name</b>
British Columbia Health Registry Standard	Street name Street number Street number suffix Street type Street direction Unit designator Unit identifier Mode of delivery Mode of delivery ID Delivery installation type Delivery installation qualifier Delivery installation area Rural Delivery Information Municipality Province Country Postal code State Foreign postal code Canada Post Delivery Centre Descriptive note Addressee information Extra address information Address purpose User identifier (electronic mail identifiers) User identifier (electronic mail identifiers)
Commonwealth of Kentucky Enterprise Data Elements	Address - type Address - street number Address - city Address - ZIP+4 Address - county/parish Address - country E-mail address

Source	Data Element Name
FGDC Content Standards for Digital Geospatial Metadata: Contact Information	Contact address - Address type - Address - City - State of province - Postal code - Country Contact electronic mail address
HL7 Standard Contact Data Segment	Contact address - Street address - Other designation - City - State or province - ZIP or postal code - Country - Address type - Other geographic designation - County/parish code - Census tract
IMS Enterprise Information Model	Email Adr POBox ExtAdd Street Locality Region PCode County
Miami University Data Entry Standards	Street address PIN numbers City ZIP code Nation code
Nova Southeastern University's Data Standard for Banner 2000	Street address field City name field State code field ZIP code field Nation code field

Source	Data Element Name
GILS Point of Contact data elements	Contact street address Contact city Contact state Contact zip code Contact country Contact network address
PeopleSoft Person Data Elements	Mail_address Elec_mail_address
Southern Connecticut State University Banner Project Data Entry Standards	Address type code Street address and PO Box City name State code ZIP code
University of Virginia TEI Guidelines for Electronic Text Encoding and Interchange	Street Addrline Postbox Postcode Country

**Contact Telephone Number Data Elements**

Source	Data Element Name
British Columbia Health Registry Standard	Area code Number Number purpose Number type
Commonwealth of Kentucky Enterprise Data Elements	Telephone numbers Type of telephone
FGDC Content Standards for Digital Geospatial Metadata: Contact Information	Contact voice telephone Contact TDD/TYY telephone Contact facsimile telephone

Source	Data Element Name
HL7 Standard Contact Data Segment	Contact communication information - Telecommunication use code ID - Telecommunication equipment type ID - Email address - Country code - Area/city code - Phone number - Extension - Any text
IMS Enterprise Information Model	Tel TelType TelNum
Miami University Data Entry Standards	Area code Phone number Extension number
Nova Southeastern University's Data Standard for Banner 2000	Telephone number field Telephone number type code field Telephone extension
GILS Point of Contact data elements	Contact telephone Contact fax
PeopleSoft Person Data Elements	PHONE_NUMBER FAX_NUMBER TELEX_NUMBER
Southern Connecticut State University Banner Project Data Entry Standards	Telephone type

**Contact Identification Number Data Elements**

Source	Identification Number
Commonwealth of Kentucky Enterprise Data Elements	Standard unique individual ID

Source	Identification Number
HL7 Standard Contact Data Segment	Preferred method of contact - Identifier - Text - Name of coding system - Alternate identifier - Alternate text - Name of alternate coding system Contact identifier number - Type of ID number - Other qualifying info
Nova Southeastern University's Data Standard for Banner 2000	Identification Number
PeopleSoft Person Data Elements	PERSON_ID
Southern Connecticut State University Banner Project Data Entry Standards	ID number

### Contact Affiliation Data Elements

Source	Data Element Name
FGDC Content Standards for Digital Geospatial Metadata: Contact Information	Contact position Contact organization Hours of service Contact instructions
HL7 Standard: Contact Data Segment	Role - Identifier - Text - Name of coding system - Alternate identifier - Alternate text Name of alternate coding system
Miami University Data Entry Standards	Person Identification number
GILS Point of Contact	Contact organization Contact hours of service
PeopleSoft Person Data Elements	Title

<b>Source</b>	<b>Data Element Name</b>
University of Virginia TEI Guidelines for Electronic Text Encoding and Interchange	Affiliation Rolename Occupation

## **APPENDIX C**

### Address Group Data Elements

**Address Data Elements: Mailing**

<b>Data Element Name</b>	<b>Data Element Definition</b>	<b>EDR DE#: Version</b>
Mailing Address City Name	The name of the city, town, or village where the mail is delivered.	5450:1
Mailing Address State Code	The alphabetic code assigned by the U.S. Postal Service that represents the state where the mail is delivered.	5408:1
Mailing Address ZIP Code	The code that represents the U.S. Postal Service Zone Improvement Program (ZIP) area where the mail is delivered.	5388:1
Mailing Address Person Given Name	The first name and the middle name or initial of a persons name in a mailing address.	21299:1
Mailing Address Person Last Name	The surname of a persons name in a mailing address.	21300:1
Mailing Address Person Name Prefix Text	The text that describes the title that precedes a persons name in a mailing address.	21297:1
Mailing Address Highway Contract Route Text	The text that describes the highway contract number and box number for the alternate delivery point where mail is delivered to the addressee.	5652:1
Mailing Address Post Office Box Number	The number of the post office box where mail for the addressee is delivered.	5466:1
Mailing Address rural Route Text	The text that describes the rural route and box number where mail is delivered.	5648:1
Mailing Address Street Text	The text that describes the urban-style street name and number where the mail is delivered.	5462:1
Mailing Address Country Name	The name of the country where the addressee is located.	5394:1
Mailing Address State Name	The name of the state where mail is delivered.	5386:1
Building Number	The number assigned to a building or a land parcel along the street to identify location and to ensure accurate mail delivery.	5777:1
Mailing Address Building Name	The name of a well-known building where mail is delivered to the establishment.	5378:1
Mailing Address Country Code	The code that represents the country where the mail is delivered.	5396:1

<b>Data Element Name</b>	<b>Data Element Definition</b>	<b>EDR DE#: Version</b>
Mailing Address County Name	The name of the county where the addressee is located.	5448:1
Mailing Address Zip +4 Extension Code	The code that represents a subdivision of the U.S. ZIP Code into smaller geographic units to facilitate mail delivery.	5654:1
Post-Directional Code	The code that represents a street vector, i.e., the direction the street has taken from some arbitrary starting point that follows the street suffix.	5785:1
Pre-Directional Code	The code that represents a street vector, i.e., the direction the street has taken from some arbitrary starting point, that precedes the street name.	5779:1
Secondary Unit Code	A code that represents the type of secondary unit where mail is delivered, e.g., the code for room, suite, or apartment.	5789:1
Street Name	The name assigned to a street or road, not including other urban-style street address components.	5781:1
Street Suffix Code	The code that represents the qualifier that follows the street name in a street address.	5783:1
Mailing Address International Postal Code	The code that represents a postal zone specific to the country, other than the U.S., where the mail is delivered.	21305:1
Mailing Address Organization Name	The name of an organization where mail is delivered.	21303:1
Mailing Address Person Name Qualifier Text	The mailing address text that qualifies the reuse of a persons name within a family.	21301:1
Mailing Address Supplemental Text	The text that provides additional information to facilitate the delivery of a mail piece.	21304:1

**Address Data Elements: Geographic**

<b>Data Element Name</b>	<b>Data Element Definition</b>	<b>EDR DE#: Version</b>
Geographic Address City Name	The name of the city, town, or village where the establishment is located.	5406:1

<b>Data Element Name</b>	<b>Data Element Definition</b>	<b>EDR DE#: Version</b>
Geographic Address Country Code	The code that represents the country where the establishment is located.	5402:1
Geographic Address State Code	The U.S. Postal Service code that represents the state or Canadian province where the establishment is located.	5384:1
Geographic Address ZIP Code	The code that represents the U.S. Postal Service Zone Improvement Program (ZIP) for the place where the establishment is located.	5658:1
Geographic Address Highway Contract Text	The text that describes the highway contract number and box number for the alternate delivery point where the establishment is located.	5662:1
Geographic Address International Postal Code	The code that represents a postal zone specific to the country, other than the U.S., where the establishment is located.	5664:1
Geographic Address Rural Route Text	The number of the rural route and box where the establishment is located.	5468:1
Geographic Address Street Text	The text that describes the urban-style street address of the geographic location.	5460:1
Supplemental Location Text	The text that provides additional information about a place, including a building name with its secondary unit and number, an industrial park name, an installation name, or descriptive text where no formal address is available.	6173:1
Geographic Address Building Name	The name of a well-known building where the establishment is located.	5380:1
Geographic Address Country Name	The name of the country where the establishment is located.	5400:1
Geographic Address County Name	The name of the county where a facility is located.	5470:1
Geographic Address Descriptive Text	A description of the location of a facility, where an urban-style street address is not available.	5694:1
Geographic Address State Name	The name of the state where the establishment is located.	5382:1
Geographic Address State and County Code	The code that represents the county within the state where a facility is located.	5656:1

<b>Data Element Name</b>	<b>Data Element Definition</b>	<b>EDR DE#: Version</b>
Geographic Address ZIP + 4 Extension Code	The code that represents the postal geographic segment that provides a subdivision of the area identified by the ZIP code assigned to the place where the establishment is located.	5390:1
Post-Directional Code	The code that represents a street vector, i.e., the direction the street has taken from some arbitrary starting point that follows the street suffix.	5785:1
Pre-Directional Code	The code that represents a street vector, i.e., the direction the street has taken from some arbitrary starting point, that precedes the street name.	5779:1
Secondary Unit Code	A code that represents the type of secondary unit where mail is delivered, e.g., the code for room, suite, or apartment.	5789:1
Street Name	The name assigned to a street or road, not including other urban-style street address components.	5781:1
Street Suffix Code	The code that represents the qualifier that follows the street name in a street address.	5783:1
Building Number	The number assigned to a building or a land parcel along the street to identify location and to ensure accurate mail delivery.	5777:1